



Town of Oro Valley Classification Description

Title: **PARKS & RECREATION DIRECTOR**
Job Code: 2510
FLSA Status: Exempt

Department: Parks & Recreation
Salary Grade: 127

POSITION SUMMARY:

Performs complex professional and administrative work in planning, developing, directing and implementing parks and recreation services including facilities, amenities, activities, programs, and special events for the Town of Oro Valley.

ESSENTIAL JOB FUNCTIONS:

- A. Leads, manages, and coaches Parks and Recreation Department employees.
- B. Directs, through delegation of responsibility to division managers for day-to-day operations, activities associated with the Parks and Recreation Department, including park facilities, recreational programs, historical properties, reservation services, open space, trails, aquatics, special events, grounds maintenance and private park development review.
- C. Interacts with residents and the public to determine preferences of the community relating to parks, recreation and cultural resource usage.
- D. Communicates upwards the desires, preferences and needs of the public within the scope of parks, recreation and cultural resource operations.
- E. Assumes organizational responsibility for the oversight of programs and projects.
- F. Meets with staff to develop work products and plans, reviews status of program budgets, discusses personnel issues, reviews or writes performance appraisals, decides disciplinary action, discusses safety and emergency procedures and counsels or provides assistance with Departmental issues or concerns.
- G. Plans and directs renovations, new construction, and/or capital improvement projects; coordinates departmental projects among applicable government departments and agencies, outside services and contractors, consulting architects and engineers, utilities, legal entities, Town boards and commissions, and others as appropriate.
- H. Provides input and guidance in the development bid documents and bidding processes. Ensures requisite inspections are complete, reports are prepared and payments are submitted for department construction projects.
- I. Coordinates with outside agencies to develop facility use contracts, special events, joint projects and shared resources.
- J. Advises top management on public recreation and park management needs, practices and benchmark goals.

- K. Provides counsel to the Town Manager and/or Town Council on the potential impacts of political decisions or direction.
- L. Translates Town goals and objectives in the parks, recreation and cultural resources area of expertise into action steps and outcomes benefitting Town residents.
- M. Recruits and utilizes the insight of volunteer citizen advisory board/commission to improve or promote programs and areas of emphasis where funding and staff resources are spent.
- N. Develops agendas and packet materials for board/commission meetings and delivers to appropriate parties.
- O. Attends meetings with management and staff to determine Department goals and provides information regarding parks, recreation and cultural resource plans.
- P. Develops, submits and monitors the budget for the Department.
- Q. Allocates resources and evaluates expenditures.
- R. Responds to press, emails, letters, and phone calls from customers and/or patrons involving parks, recreation or cultural resources concerns and problems.
- S. Regular, daily attendance is an essential function for this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of parks, recreation and cultural resources administration principles and practices.
- Knowledge of public facility management.
- Knowledge of administrative management practices and principles.
- Knowledge of Town and Department policies and procedures.
- Knowledge of personal computers, hardware and software.
- Skill in planning, developing, implementing, and monitoring policies, procedures, rules and regulations.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Successfully complete background investigation.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Public Administration, Parks and Recreation, National Resources or related field. Master's Degree preferred.
- Seven (7) years' experience in the direction of organized parks and recreation, and/or cultural resources with authority for program operation and budget administration; **OR** an equivalent combination of education and experience.
- Professional or Executive certification through the National Recreation and Park Association is required prior to the completion of the first year of employment.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.